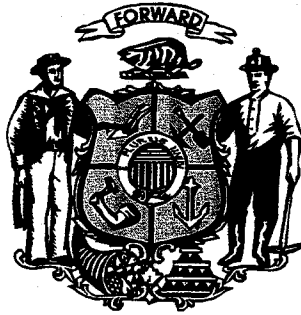


# ELECTIONS DIRECTORY



Wisconsin State Elections Board  
17 West Main Street, Suite 310  
P.O. Box 2973  
Madison, WI 53701-2973  
Phone: 608-266-8005  
FAX: 608-267-0500  
Website: <http://elections.state.wi.us>  
email: [seb@seb.state.wi.us](mailto:seb@seb.state.wi.us)

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## STATE ELECTIONS BOARD MEMBERS

Kirby Brant	Patrick J. Hodan	Gordon Myse
Shane Falk	Carl Holborn	John P. Savage
Donald R. Goldberg	Martha Love	John C. Schober

## COMMERCIAL PRINTERS OF ELECTION FORMS

Bear Graphics	Fidlar/GBS
P.O. Box 3290	150 Shore Drive
Sioux City, IA 51101	Burr Ridge, IL 60521
Phone 800-325-8094	Phone 800-659-1516

## FEDERAL INFORMATION - ELECTIONS ADMINISTRATION

### ***Military & Overseas Voting***

Polli Brunelli, Director  
Federal Voting Assistance Program  
1155 Defense Pentagon  
Washington, DC 20301-1155  
Phone 1-800-438-8683  
FAX 703-588-0108  
email: [vote@fvap.ncr.gov](mailto:vote@fvap.ncr.gov)  
<http://www.fvap.ncr.gov>

### ***Help American Vote Act (HAVA) and Other Federal Election Law***

United States Election Assistance Commission  
1225 New York Avenue, N.W.  
Suite 1100  
Washington, DC 20005  
Phone 866-747-1471  
FAX 202-566-3127  
<http://www.eac.gov>

### ***Election Fraud***

Craig C. Donsanto, Director of Election Crimes Branch  
Department of Justice  
Bond Building, 1400 New York Avenue NW, 12th Floor  
Washington, DC 20005  
Phone 202-514-1421  
FAX 202-514-3003

### ***Voting Rights Act***

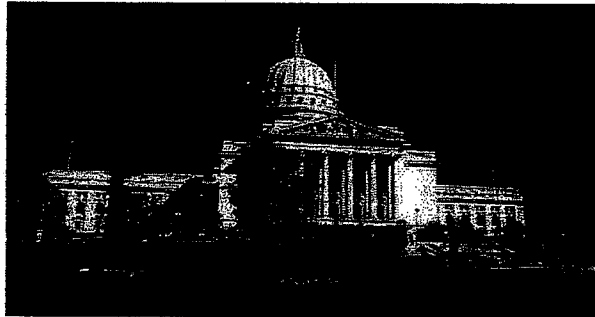
Joseph Rich, Voting Section of Civil Rights Division  
Department of Justice  
P.O. Box 66128  
Washington, DC 20035-6128  
Phone 800-253-3931  
<http://www.usdoj.gov>

## COMMERCIAL PRINTERS OF ELECTION FORMS (CONT.)

Election Systems & Software (absentee voting supplies only)  
601 28th Avenue, South  
Waite Park, MN 56387-0548  
Phone 800-800-8225

# **Chief Inspector Training**

**Fall 2004**



**State Elections Board**

## **Mission**



**To enhance representative democracy  
by ensuring the integrity of the  
electoral process.**

To ensure elections are:

- Open
- Fair
- Impartial
- Trusted –

the vote of every elector counts

## **Why Are We Here?**

---

### **2001 – Wisconsin Act 16**

Required training for chief inspectors

### **2002 – HAVA (Help America Vote Act of 2002)**

- Purpose is to ensure all eligible citizens are given the opportunity to vote and to encourage efficient administrative practices.
- “Standard, uniform and non-discriminatory”

### **2004 – Wisconsin Act 265**

Chief inspectors will not be given a test

## **Why Are We Here?**

---

### **August 2 – September 9, 2004**

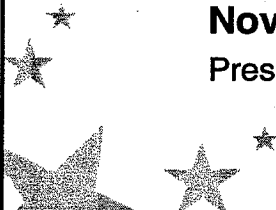
Chief inspector training throughout Wisconsin

### **September 14, 2004**

Primary Election

### **November 2, 2004**

Presidential and General Election



## **Objectives**

---

- Information
- Knowledge
- Confidence
- Consistency & Uniformity  
Procedures are the same statewide



## **Chief Inspector Training**



**Pre-Election Preparations  
Election Day Activities  
After the Polls Close**

## Pre-Election Activities

- Attend a training session
- Read the election day manual
- Familiarize yourself with the ballot
- Arrive at least 30 minutes before the polls open

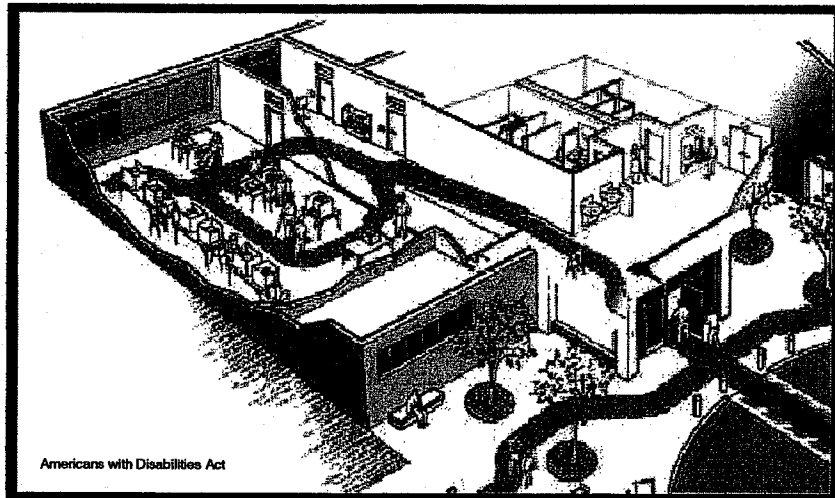
## Polling Place Checklist

Polling Place Checklist	
<p><b>Supplies:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Voter List (ES-107)</li> <li><input type="checkbox"/> Supplemental Voter Lists</li> <li><input type="checkbox"/> Paper Ballots</li> <li><input type="checkbox"/> Pencil or paper marker in each voting booth</li> <li><input type="checkbox"/> Ballot bags with Ballot Container Certificate (ES-107) affixed</li> <li><input type="checkbox"/> Envelopes (sealed) for returned absentee ballots with Certificate (ES-102) affixed</li> <li><input type="checkbox"/> Envelopes (sealed) for Used Certificate Envelopes of Absentee Ballots with certificate (ES-102) affixed</li> <li><input type="checkbox"/> Inspector's Statement (ES-104)</li> <li><input type="checkbox"/> General Purpose Tally Sheet (ES-105)</li> <li><input type="checkbox"/> General Purpose Canvass Report (ES-106)</li> <li><input type="checkbox"/> Envelopes for Provisional Ballots (ES-108)</li> <li><input type="checkbox"/> Provisional Ballot Certificate Envelopes (ES-123)</li> <li><input type="checkbox"/> Authorization to Cancel Registration (ES-130)</li> <li><input type="checkbox"/> FOR PRESIDENTIAL ELECTIONS, Application of Non-Voter's Resident to Presidential Ballot (ES-147)</li> <li><input type="checkbox"/> FOR PRESIDENTIAL ELECTIONS, Authorization to Cancel Registration (ES-130)</li> <li><input type="checkbox"/> Provisional Voting Information Sheet</li> </ul>	<p><b>Posted Notices:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Type B Information to Electors</li> <li><input type="checkbox"/> Type C Notice of Registration</li> <li><input type="checkbox"/> Type D Notice of Polling Hours and Location</li> <li><input type="checkbox"/> Two examples of each ballot type</li> <li><input type="checkbox"/> Election Fraud Notice (ES-111)</li> <li><input type="checkbox"/> FOR PARTISAN PRIMARIES, where paper ballots are used, Notice of Crossover Voting (ES-112)</li> <li><input type="checkbox"/> FOR PARTISAN PRIMARIES, where electronic voting equipment and voting machines are used, Notice of Crossover Voting (ES-112a)</li> <li><input type="checkbox"/> Voter Qualification Poster - Where voter registration is required (ES-115a)</li> <li><input type="checkbox"/> Voter Qualification Poster - Where voter registration is not required (ES-115a)</li> <li><input type="checkbox"/> Instructions for Mail-in Registrants and First-Time Voters - Where voter registration is required (ES-115)</li> <li><input type="checkbox"/> Overview Information on Voting Rights Under Federal Law (ES-117)</li> <li><input type="checkbox"/> Contact Information (ES-118)</li> </ul> <p><b>Location:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> An American Flag</li> <li><input type="checkbox"/> One entrance accessible to persons in wheelchairs</li> <li><input type="checkbox"/> Voting Booth accessible to persons in wheelchairs</li> <li><input type="checkbox"/> Voting equipment counters set at 1'</li> <li><input type="checkbox"/> Area designated for observers</li> <li><input type="checkbox"/> Table inside door for polltakers (set enough room for 2 election inspectors)</li> <li><input type="checkbox"/> Where voter registration is required, separate area for voters to register at the polling place.</li> </ul>

**More  
Detailed List**  
**Election Day  
Manual**  
**Page 6-7**

**Checklist**  
**Election Day  
Manual**  
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## Polling Place Accessibility



Americans with Disabilities Act

## Assisting a Voter with a Disability

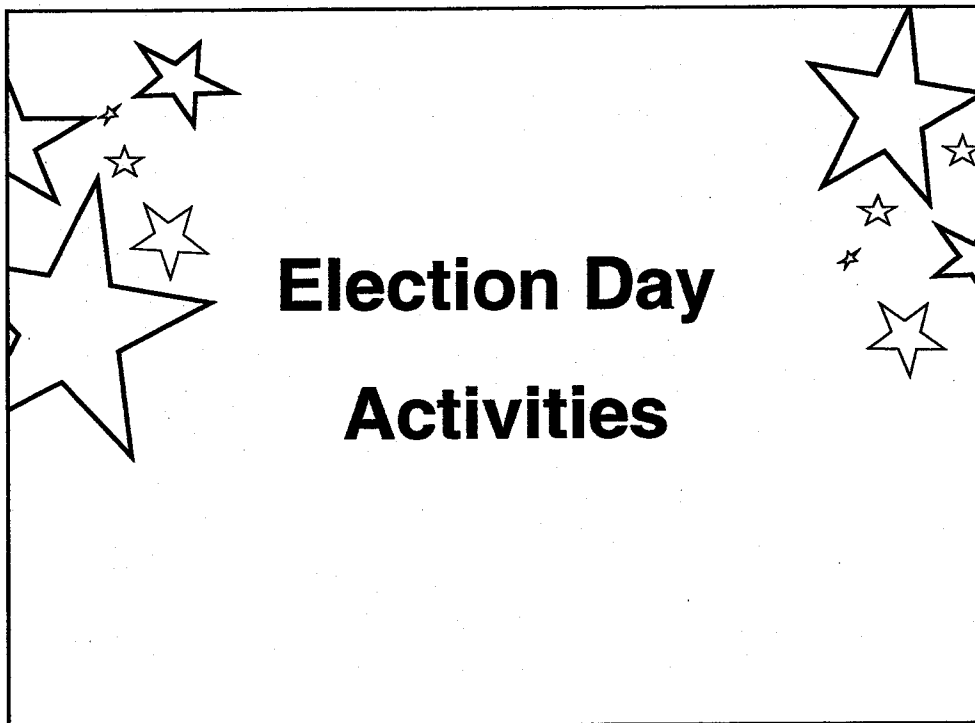


### Common Sense and Common Courtesy

Many election inspectors may have had little interaction with people with disabilities. Here are a few courtesies and guidelines:

- State and federal law permits voters with disabilities to be accompanied and to receive assistance by another person in the voting booth.
- Remember that all voters deserve courteous attention in exercising their right as citizens to vote.
- Be considerate of the extra time it might take for a person with a disability or an elderly person to get things done.
- Give unhurried attention to a person who has difficulty speaking.
- Speak directly to the person who has a disability rather than just to a companion who may be accompanying him or her.
- Speak calmly, slowly and directly to a person who is hard of hearing. Your facial expressions, gestures and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, try writing a note to the person.
- Preprinted signs or a notepad should be available to the election inspectors to assist communicating with deaf or hard of hearing electors.
- Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- Provide a guiding device such as a ruler or card for signing forms.
- When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines or are turning right or left.
- Animals that assist people with disabilities must be admitted into all buildings. Such animals are highly trained and need no special care other than that provided by the owner.

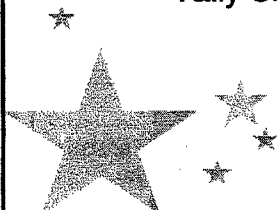
Election Day Manual  
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## **Capturing Election Day Activities**

**Used to tell the story of the polling place, if a recount is needed or a question is brought up about the occurrences on election day.**

- Voter List
- Inspectors' Statement EB-104
- Tally Sheet EB-105



## Voter Lists

- Two identical lists - Two original copies
  - Full name and address of voter needed
  - Ward and/or school district
  - Voters listed in order (no voter registration)
- OR
- Serial number noted next to name (voter registration)
  - Place for notations

**Don't forget that poll workers also should vote and record their names on the voter list.**

## Notations on Voter Lists

Notation on Voter Lists	Reason
A red 'A' or absentee	For an elector who votes absentee
"Challenged" and two words explaining why voter was challenged	When an elector voted a challenged ballot
"Assisted" and name and address of person who assisted	Elector received assistance on casting their ballot
"Ballot received at door"	Elector received ballot at polling place entrance because they could not enter
"Section 6.96" Also write "Section 6.96" on ballot	Elector votes after the polls close pursuant a court order



## Additional Notations for Voter Registration

### I.D. Requirement

Notation already written  
on Voter List

What to do

"I.D. Required"	Indicate type of document and any number associated with that document.
-----------------	---

## Determining Residency and Qualifications to Vote

Acceptable Forms of Identification <small>(For Voters Registering on Election Day)</small>	
Must provide a current and acceptable photo.	
Current and valid photo ID.	
Must provide a current and acceptable photo, including both the first and last name; and a current and acceptable residential address, including a street and street address, if any, and the name of a municipality.	
A current utility bill	A bank statement
A government check	A current pay check
Any other government document	

Acceptable Forms of Proof of Residence <small>(For Voters Registering on Election Day)</small>	
Must provide a current and acceptable photo, including both the first and last name; and a current and acceptable residential address, including a street and street address, if any, and the name of a municipality.	
Present vehicle have an expiration date must be valid on election day in order to continue acceptable proof of residence at that address.	
A Wisconsin identification card	An absolute photo's license
A Wisconsin motor vehicle operator's license	A library card
A university, college or technical institute ID card	
A university, college or technical institute identification card	
Any other official identification card or license issued by a Wisconsin governmental body or by an employer in the normal course of business, not including a business card	
A residential lease which is effective for a period that includes election day	
A real estate tax bill or receipt for the current year or the year preceding the date of the election	
A cable television, gas, electric, telephone or other utility service statement for the period commencing not earlier than 90 days before election day	

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## Determining Where an Elector Votes

**More  
Detailed  
Information**  
**Election Day  
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Guide for Determining Where a Person Votes	
<b>Voter Situation</b>	<b>Voter Location</b>
Has moved from one ward to another in the same community at least 10 days before an election	In the new ward
Has moved from one community to another at least 10 days before an election	In the new community
Has moved from one ward to another in the same community less than 10 days before an election	In the old ward
Has moved from one community to another less than 10 days before an election	In the old community
Has moved to a different ward, or state temporarily, with intent to return	In the ward or community <del>from</del> which he or she moved
Lives in one ward or community and conducts business in another	In the ward or community where the individual lives
Lives in a public or private facility, such as a federal or state institution, county home or hospital, nursing home or group home	In the community where the facility is located or in the community of residence before entering the facility
Is on active duty as a member of the armed forces serving in the U.S. or overseas	In the community or ward of residence before entering the armed services
Is the spouse or dependent of a member of the armed forces residence	In the ward or community of residence of the military member or if a Veterans resident, community or ward of residence before entering the armed services
Is a civilian overseas employee of the U.S. Government	In the community or ward of residence before entry into federal employment

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## Issuing Ballots

It's important for election inspectors on election day to:

- Provide the correct ballot to the voter
- Enable a voter to mark a ballot privately and independently

### Process

1. Elector states name and address
2. Elector's name is recorded on voter lists
3. Voter is given serial number
4. Two (2) inspectors initial the ballot
5. Give ballot to elector
6. Elector goes directly to voting booth to mark ballot
7. Elector places ballot in ballot container or machine



# Handling Absentee Ballots

## Process

1. Examine the Certificate Envelope (EB-122) for sufficiency

Signature of Voter Required

Only One Witness Required

Election Day Manual Pages 41- 42

# Handling Absentee Ballots

## Sufficient Ballots

2. Say name of elector out loud
3. Check to see that the voter has not voted yet.
4. Carefully open certificate envelope.
5. Check to see that the ballot has initials from the municipal clerk.
6. Check to see that there is only one marked ballot.
7. Write the voter's name on the voter list, or issue a serial number. Write on the voter lists if the voter was "assisted."
8. Place the ballot in the ballot container or the machine.
9. Place the certificate envelope in the white carrier envelope EB-103.

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**USED CERTIFICATE ENVELOPES  
OF  
ABSENTEE ELECTORS**

We certify that the used certificate envelopes of absentee ballots contained in this envelope were offered for voting at an election held in the \_\_\_\_\_ Ward(s)

of the 

town  
village  
city

 } of \_\_\_\_\_, \_\_\_\_\_ County, Wisconsin

on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

The certification on each absentee certificate envelope was executed in compliance with ss.6.22, 6.87, Wis. Stats. The ballots were placed in the proper ballot boxes after each absent voter's name and post office address was entered on the poll list or a voting number was assigned to the absentee elector's name on the registration list along with an indication that the elector voted absentee.



**Election  
Inspectors**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

☆☆

**Election Inspectors**

- Election inspectors shall announce the name of each absentee elector.
- When the inspectors find that the certification has been properly executed, and the absentee voter is a qualified elector of the ward and has not voted in the election, they shall enter an indication on the poll or registration list that the elector voted absentee.
- The inspectors shall open the envelope containing the ballots so as not to deface or destroy the certification.
- The inspectors shall take out the ballots and deposit them in the proper ballot boxes. s.6.88(3)(a), Wis. Stats.
- Used certificate envelopes of absentee voters who have cast ballots shall be placed in this carrier envelope and returned to the municipal clerk after the polls close. s.7.51(3)(d), Wis. Stats.

**Municipal and County Clerks**

- The municipal clerk is responsible for delivery of this envelope to the county clerk by 2 p.m. on the day following the election if a county, state or federal election is held in conjunction with the election for which these ballots were cast. If there is no county, state or federal election held in conjunction with this election, this envelope shall be kept by the municipal clerk or returned to the clerk responsible for administering the election for which the absentee ballots were cast. s.7.51(3)(d), (5), Wis. Stats.
- In the event of a recount, the county clerk or appropriate municipal clerk will return this envelope to the board of canvassers responsible for conducting the recount. s.9.01, Wis. Stats.

EB-103 (Rev. 7/2000). The information on this form is required by s.7.51(3)(d), Wis. Stats.  
This form is prescribed by the State Elections Board, 17 West Main Street, Suite 310, P.O. Box 2973, Madison, WI 53701-2973,  
608-266-8005, [seb@seb.state.wi.us](mailto:seb@seb.state.wi.us). <http://elections.state.wi.us>

This form is printed on a white envelope.

A

# ABSENTEE CERTIFICATE

Elector: Please complete the information below and sign the certification in the presence of a witness who must also sign.

Last Name		First Name		Middle Initial	
Street Address - include street number or fire number and name of street, or rural route and box number.					
Municipality	Check type of municipality:		Town <input type="checkbox"/>	Village <input type="checkbox"/>	City <input type="checkbox"/>
State	Zip Code	Date of Election (month, day, year)		Ward No.	County

I certify, subject to the penalties of s.12.60(1)(b), Wis. Stats., for false statements, that I am a resident of the ward of the municipality in the county of the state of Wisconsin as indicated above, and am entitled to vote in the ward at the election indicated above; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another within 10 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the same in this envelope in such a manner that no one but myself and any person rendering assistance under s.6.87(5), Wis. Stats., if I requested assistance, could know how I voted.

I further certify my birthdate is \_\_\_\_\_  
(To be filled in by military and overseas electors.)

Signature of Elector

## CERTIFICATION OF WITNESS

I, the undersigned witness, subject to the penalties of s.12.60(1)(b), Wis. Stats., for false statements, certify that the above statements are true and the voting procedure was executed as there stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the elector to vote for or against any candidate or measure.

Signature of Witness

EB-122 (Rev. 6/2000) (Reformatted 7/2000)

The information on this form is required by ss.6.22(2)(b), 6.24(7), and 6.87(2), Stats.

Address of Witness (Include street number or fire number and street, or rural route and box number, municipality, state and zip code)

**CERTIFICATE  
OF  
REJECTED ABSENTEE BALLOTS**

We certify that the absentee ballots contained in this envelope were rejected by us at the election held in the \_\_\_\_\_ Ward(s)

of the 

Town  
Village  
City

 } of \_\_\_\_\_, \_\_\_\_\_ County, Wisconsin

on the \_\_\_\_\_ day of \_\_\_\_\_,

for the reasons shown on the back of each certificate envelope. Each rejected certificate envelope was assigned a number and listed on the Inspectors' Statement (EB-104) prepared and filed by us with the election returns.

}

**Election  
Inspectors**

Dated this \_\_\_\_\_ day of \_\_\_\_\_,

☆☆

**Election Inspectors**

- Ballots of absentee voters which are rejected pursuant to the provisions of s.6.88, Wis. Stats., shall be kept in their certificate envelopes and returned enclosed in this carrier envelope to the municipal clerk.
- These ballots may not be counted, and the names of voters may not be entered on the poll list or assigned a number on the registration list.
- Each ballot should be numbered and the reason for rejection listed on the back of the ballot and on the Inspectors' Statement (EB-104).
- This envelope will be returned by the inspectors to the municipal clerk after the polls close. s.6.88(3)(b), Wis. Stats.

**Municipal and County Clerks**

- The municipal clerk is responsible for delivery of this envelope to the county clerk by 2 p.m. on the day following the election if a county, state or federal election is held in conjunction with the election for which these ballots were cast. If there is no county, state or federal election held in conjunction with this election, this envelope shall be kept by the municipal clerk or returned to the clerk responsible for administering the election for which the absentee ballots were cast. s.7.51(3)(d), (5), Wis. Stats.
- In the event of a recount, the county clerk or appropriate municipal clerk will return this envelope to the board of canvassers responsible for conducting the recount. s.9.01, Wis. Stats.

EB-102 (Rev. 7/2000). The information on this form is required by s.6.88(3)(b), Wis. Stats.  
This form is prescribed by the State Elections Board, 17 West Main Street, Suite 310, P.O. Box 2973, Madison, WI 53701-2973,  
608-266-8005, [seb@seb.state.wi.us](mailto:seb@seb.state.wi.us), <http://elections.state.wi.us>

**This form is printed on a brown envelope.**

# Handling Absentee Ballots

## Rejected Ballots

2. Mark the outside of the certificate envelope with "Rejected ballot \_#\_" (Sequential number)
3. Log the reason for rejection on both Inspectors' Statements EB-104.
4. Place the certification envelope in the brown carrier envelope EB-102.

Election Day Manual

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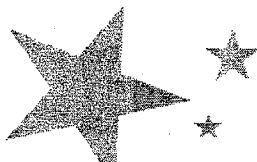
## Provisional Ballots

### What is it?

Used by municipalities with voter registration. A provisional ballot is a safeguard for registered voters who are not able to provide identification before they vote for the first time.

### Who receives one?

Under Wisconsin law, first-time voters who registered to vote by mail are required to provide identification before they are permitted to vote. If the individual cannot provide the required identification and cannot register to vote at the polling place on election day, the individual is given a provisional ballot.



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Manual

Pages 33 - 36

[illegible]

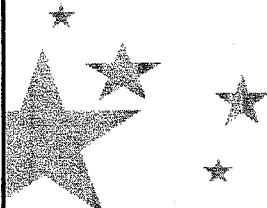
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### Additional Notations for Provisional Ballots

## Provisional Ballots

Notation on Voter Lists	Reason
"PV # _____"	Elector received a provisional ballot



**Election Day  
Manual  
Pages 33-36**



## PROVISIONAL VOTING INFORMATION

You were given a provisional ballot today because you were unable to provide the poll workers with a form of identification as required by Wisconsin and federal law. Your provisional ballot number is **PV#**\_\_\_\_\_.

Your provisional ballot will not count unless you provide the poll workers with the required form of identification before the polling place closes at 8:00 tonight or you provide the required identification to the municipal clerk by 4:00 pm tomorrow.

You must provide one of the following forms of identification (ID):

### Acceptable Forms of Identification

**A current and valid photo I.D**

Must contain a current and **complete name**

**Or one of the following:**

**A current utility bill**

**A bank statement**

**A current pay check**

**A government check**

**Any other government document**

Must contain a current and **complete name**, including both the first and last name; a current and **complete residential address**, including a numbered street address, if any, and the name of a municipality.

The municipal clerk's office opens at \_\_\_\_: \_\_\_\_ a.m.

The municipal clerk's office is located at:

\_\_\_\_\_

\_\_\_\_\_

You may check whether your ballot was counted by contacting the municipal clerk at:\_\_\_\_\_.

You may also check the State Elections Board website at: <http://elections.state.wi.us>, or contact the State Elections Board at 866-VOTEWIS (868-3947)

## General Information About Provisional Voting

### *Who is entitled to a provisional ballot?*

First-time voters who are unable to provide the required identification, will receive a provisional ballot.

### *What is a first-time voter?*

A first-time voter is a person who registers to vote by mail and has never voted before in the municipality. A first-time voter must provide identification before receiving a ballot.

A first-time voter who has submitted an application for voter registration that was received at a voter registration drive, and the application was not witnessed by a voter registration deputy, will also have to provide the required identification before receiving a ballot.

### *What type of identification does a first-time voter have to provide?*

The required identification is described in the chart on the other side of this document.

### *When can the first-time voter provide the required identification?*

A first-time voter may provide the identification to the municipal clerk in person before election day by coming to the municipal clerk's office. A first-time voter may also mail a copy of the required identification or fax it to the municipal clerk before election day.

On election day, a first-time voter may provide the identification to the poll workers at the polling place before the polls close at 8:00 pm.

If a first time voter was not able to provide the identification, a provisional ballot may be issued. In order for the provisional ballot to be counted, the first-time voter must appear in person in the municipal clerk's office and provide the identification to the municipal clerk by 4:00 pm on the day after election day.

# INSPECTORS' CERTIFICATE OF PROVISIONAL BALLOTS

We certify that the provisional ballots contained in this envelope were cast by voters unable to provide the identification required pursuant to ss.6.36 (2)(b)2., 6.97, Wis. Stats., at the election held in

the \_\_\_\_\_ Ward(s)

Of the 

Town  
Village  
City

 } of \_\_\_\_\_ County, Wisconsin

On the \_\_\_\_\_ day of \_\_\_\_\_,

Each provisional voter was assigned a serial number beginning PV# \_\_. The number was recorded on the registration list, the Provisional Ballot Certificate Envelope (EB-123) and listed on the Inspectors' Statement (EB-104) prepared and filed by us with the election returns. Each voter was informed that in order for their ballot to be counted, they must provide the required identification to the municipal clerk no later than 4:00 p.m. on the day after the election. Each voter was given "Provisional Voting Information" prepared by the State Elections Board.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Election  
Inspectors**

Dated this \_\_\_\_\_ day of \_\_\_\_\_,

☆☆

## Election Inspectors

- Provisional ballots of voters unable to provide the identification required by ss. 6.36(2)(b)2., 6.97, Wis. Stats., shall be kept in their certificate envelopes.
- These ballots may not be counted, unless the voter returns with the required identification before the polls close.
- The names of provisional voters are assigned a serial number, PV# \_\_, on the registration list and Provisional Ballot Certificate Envelope (EB-123).
- Each ballot should be marked "Section 6.97", voted by the elector, placed in the completed provisional ballot certificate envelope and returned to the election inspectors.
- The inspectors make a notation that the voter was issued a provisional ballot on the Inspectors' Statement (EB-104).
- The completed provisional ballot certificate envelopes containing the voted ballot are placed in this carrier envelope.
- This envelope will be returned by the inspectors to the municipal clerk after the polls close. s.6.97, Wis. Stats.

## Municipal Clerks

- The municipal clerk shall promptly notify the appropriate boards of canvassers that the clerk has provisional ballots that may be counted if the voter provides the required identification by 4:00 p.m. on the day following the election. The municipal clerk shall make arrangements for the delivery of any ballots that should be included in the canvass if the voter provides the required identification. s.6.97(3), Wis. Stats.

EB-108 (Created. 7/2004). The information on this form is required by ss.6.36(2)(b)2., 6.97, Wis. Stats. This form is prescribed by the State Elections Board, P.O. Box 2973, Madison, WI 53701-2973, 608-266-8005, [seb@seb.state.wi.us](mailto:seb@seb.state.wi.us), <http://elections.state.wi.us>

This form is printed on a (*insert color*) envelope.

# PROVISIONAL BALLOT CERTIFICATE

## Ballot under Section 6.97, Wis. Stats.

*Elector: Please complete the information below and sign the certification in the presence of an election inspector (poll worker) who must also sign.*

Last Name		First Name		Middle Initial	
Street Address - include street number or fire number and name of street, or rural route and box number.					
Municipality		Check type of municipality:			
		Town <input type="checkbox"/>	Village <input type="checkbox"/>	City <input type="checkbox"/>	County
State		Zip Code		Date of Election (month, day, year)	
Date of Birth (month/day/year)		Are you a citizen of the United States?			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> PRIMARY <input type="checkbox"/> GENERAL			

I certify, subject to the penalties of s.12.13 (3)(g), Wis. Stats., that I am a qualified elector of the ward and of the municipality in the county of the state of Wisconsin as indicated above. I am eligible to vote in this ward at the election today.

Signature of Elector

Date

Signature of Election Inspector

Date

Ward No.

PV # \_\_\_\_\_

# Inspectors' Statement

We, the undersigned election inspectors, hereby certify that the following is a true and correct statement for an election held in the \_\_\_\_\_ ward(s) of the \_\_\_\_\_ of \_\_\_\_\_, County of \_\_\_\_\_, State of Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(ward number(s)) (Town, Village of City) (Name of Municipality) (Name of County) (Day) (Month) (Year)

☐ Check box if no incidents were recorded for this election.

Total number of voters: \_\_\_\_\_

(The number of absentee voters plus the number of in-person voters. Do **not** include voters who cast provisional ballots.)

Number of absentee voters: \_\_\_\_\_

Number of provisional ballots: \_\_\_\_\_

Signatures of Election Inspectors

Time Worked

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_

## CERTIFICATION OF CHIEF INSPECTOR

I certify that: I have completed the required training administered by the State Elections Board, and have been duly certified as a Chief Inspector. I served as the Chief Inspector for the election described above for the time period indicated below.

\_\_\_\_\_  
(Signature of Chief Inspector)

☐ ENTIRE DAY ☐ FROM \_\_\_\_\_ a.m. TO: \_\_\_\_\_ a.m.  
p.m. p.m.

\_\_\_\_\_  
(Signature of Chief Inspector)

☐ FROM \_\_\_\_\_ a.m. TO \_\_\_\_\_ a.m.  
p.m. p.m.

- This form is to be made in duplicate.
  - ✓ One copy is to be filed with the County Clerk.
  - ✓ One copy is to be filed with the Municipal Clerk. (Wis. Stat. 7.51) (Municipal clerk provides other copies as needed.)
- The Inspectors' Statement is returned to the respective Clerk with the other Election forms.

**DO NOT SEAL IN BALLOT BAG!**

# Quick Reference

(Please refer to the Election Day Manual for detailed procedures!)

Code	Description of Incident	Procedure for Completing Inspectors' Statement
RO RS RW RD RB RV	<b>Rejected Absentee Ballots—Absentee ballots are rejected if:</b> The certificate envelope is open or appears to have been opened and resealed. The elector did not sign the certificate envelope. There is no signature of a witness. The inspectors have reliable proof that the elector has died before election day. Elector has voted more than one ballot of the same type. Elector has already voted in this election.	1) List voter's name and reason ballot was rejected. 2) Indicate the reason for rejection on the certificate envelope 3) Mark the certificate envelope " <i>Rejected # (serial number).</i> " 4) Place the envelope containing the ballot in the Rejected Absentee Ballot envelope. 5) The elector's name is not entered on the poll list. 6) Do not count the ballot.
D	<b>Defective Ballots which are remade by election officials</b>	1) Describe why the ballot had to be remade (ex: voter used red pen, voter circled names rather than marking arrow, mutilated by postal equipment). 2) These ballots are labeled " <i>Original Defective Ballot # (serial number)</i> " and " <i>Remade Defective Ballot # (same serial number).</i> " 3) The "remade" ballots are inserted into the counter. 4) The "defective" ballots are bundled together, marked and placed in the <b>Original Ballots Envelope</b> . 5) The <b>Original Ballots Envelope</b> is placed in the ballot container.
CC CA CR CF CI CV PV	<b>Challenged Ballots and Provisional Ballots</b> <b>Ballots may be challenged because:</b> The person is not a citizen of the United States. The person is not at least 18 years of age. The person has not resided in the election district for at least 10 days. The person has a felony conviction and has not been restored to civil rights. The person has been adjudicated incompetent. The person has voted previously in the same election. <b>A provisional ballot was issued</b> because the elector was required to present I.D. and did not.	1) Complete the " <i>Challenge Documentation</i> " (Form EB-104C). (There should be one (EB-104C) for each challenged elector.) 2) Mark ballot " <i>Challenged – Voter # ____.</i> " (Use voter number from poll list.) 3) Mark " <i>challenged</i> " next to voter's name on the poll list. 4) Challenged ballots are inserted into the counter. 5) Bundle together, label " <i>Challenged Ballots,</i> " and place in ballot container.  Refer to the Provisional Ballots section of the Election Day Manual for instructions on issuing provisional ballots.
VI	<b>Ballots where voter intent could not be determined and, therefore, votes could not be counted</b>	1) Describe the issue that caused the inspectors to decide that voter intent could not be determined. 2) Mark ballot " <i>Defective-Intent,</i> " and assign a serial number. 3) Bundle together, mark " <i>Defective-Voter Intent Could not be Determined,</i> " and place in ballot container.
O	<b>"Objected To" Ballots</b> Objected Ballots are ballots that a <u>minority</u> of inspectors felt should not be counted.	1) Count the vote the way the majority of the inspectors determined it should be counted. 2) Assign a serial number to ballot, and indicate reason for objection. 3) Bundle together, label " <i>Objected to Ballots,</i> " and place in ballot container.
X	<b>Other Occurrences or Irregularities</b>	Describe any other occurrences or irregularities at your voting site which may or may not affect the validity of the election.

## Incident Log

**(Please refer to the Election Day Manual for detailed procedures!)**

[illegible]

## Incident Log

**(Please refer to the Election Day Manual for detailed procedures!)**

[illegible]



# Challenge Documentation

Name and Address of Challenged Elector:

\_\_\_\_\_  
\_\_\_\_\_

Voter number \_\_\_\_\_  
(Fill in only if Part D is completed)

## Part A. Challenger

☐ Inspector (Who Is a Qualified Elector) Making Challenge or ☐ Inspector Administering Oath to Another Inspector

Name of Inspector \_\_\_\_\_ (Proceed to Part B.)

☐ Inspector (Who Is a Qualified Elector) Making Challenge to An Absentee Elector

Name of Inspector \_\_\_\_\_ (Complete Parts A & E.)

☐ Name and Address of Person Making Challenge

\_\_\_\_\_  
\_\_\_\_\_

☐ Name and Address of Person Making Challenge to An Absentee Elector

\_\_\_\_\_  
\_\_\_\_\_

(Complete Parts A & E.)

1. Oath or affirmation given by inspector to challenger:

☐ "You do solemnly swear (or affirm) that you will fully and truly answer all questions put to you regarding the challenged person's place of residence and qualifications as an elector of this election."

2. Inspector asks challenger if they are an elector. If yes, proceed. (Only an elector may challenge.)

3. Challenger gives reason for challenge using one of the following criteria that applies to the person being challenged:

- ☐ the person is not a citizen of the United States;
- ☐ the person is not at least 18 years of age;
- ☐ the person has not resided in the election district for at least 10 days;
- ☐ the person has a felony conviction and has not been restored to civil rights;
- ☐ the person has been adjudicated incompetent;
- ☐ the person has voted previously in the same election.

4. Inspector asks appropriate question(s) of challenger which are appropriate to determine the qualifications of the challenged elector:

☐ Why do you believe that the challenged elector is not a United States citizen?

☐ Why do you believe that the challenged elector is not at least 18 years of age?

☐ Why do you believe that the challenged elector has not, for at least the 10 days before this election, resided in, or been a resident of, the ward or election district from which he or she seeks to vote?

☐ For which of the following reasons, and why, do you believe the challenged elector is currently disqualified from voting:

☐ A felony conviction for which the challenged elector is still serving probation or is on parole or extended supervision?

☐ A judge's ruling that he or she is incapable of voting?

☐ Having made a bet or wager on this election?

☐ Having voted previously in this election?

5. Proceed to Part B.

### Part B. Challenged Elector

1. Oath or affirmation given by inspector to challenged elector:

☐ "You do solemnly swear (or affirm) that you will fully and truly answer all questions put to you regarding your place of residence and qualifications as an elector of this election."

2. Inspector asks only those of the following questions which are appropriate to test the person's qualifications based on the cause for the challenge:

☐ Are you a United States citizen?

☐ Are you at least 18 years of age?

☐ For at least the 10 days before this election, have you resided in, or been a resident of, the ward or election district from which you seek to vote?

☐ Are you currently disqualified from voting for any of the following reasons:

☐ A felony conviction for which you are still serving probation or are on parole or extended supervision?

☐ A judge's ruling that you are incapable of voting?

☐ Having made a bet or wager on this election?

☐ Having voted previously in this election?

3. Proceed to Part C.

---

### Part C. Opportunity to Withdraw Challenge

Does inspector or challenging elector withdraw the challenge?

☐ Yes. (Elector is given a ballot.)

☐ No. (Proceed to part D.)

---

### Part D. Oath of Eligibility

1. Inspector administers oath or affirmation of eligibility to challenged elector:

☐ "You do solemnly swear (or affirm) that: you are at least 18 year of age; you are a citizen of the United States; you are now and for 10 days have been a resident of this ward except under s.6.02(2); you have not voted at this election; you have not made any bet or wager or become directly or indirectly interested in any bet or wager depending upon the result of this election; you are not on any other ground disqualified to vote at this election."

2. Is challenged elector registered (where applicable)?

☐ Yes. (Elector is given a ballot.) ☐ No. (Elector must complete a registration form before ballot is given.)

3. Before issuing ballot to the challenged elector, inspectors should

☐ Write the serial voter number of the challenged elector and "Section 6.95" on the back of the ballot,

☐ Write serial voter number on the front of this form, and

☐ Indicate the reason for the challenge on the poll list.

---

### Part E. For Challenged Absentee Elector Only

Before depositing absentee ballot of the challenged elector in ballot box, inspectors should

☐ Write the serial voter number of the challenged elector and "Section 6.95" on the back of the ballot,

☐ Write serial voter number on the front of this form, and

☐ Indicate the reason for the challenge on the poll list.

---

#### Reason When Ballot Is Not Issued

☐ The person challenged refused to take the oath or affirmation of eligibility under Part D.

☐ The person challenged refused to answer fully any relevant questions put to him or her by the inspector under Part B.

☐ The answers to the questions given by the challenged person indicate that the person does not meet the voting qualification requirements of ss.6.02 and 6.03, Stats.

# Inspectors' Statement EB-104

While the polls are open, record the following events on both Inspectors' Statements.

- Rejected Absentee Ballots
- Challenged Ballots
- Damaged Ballots
- Provisional Ballots
- Other Occurrences  
and Irregularities

[illegible][illegible]

# Electioneering



**Prohibited within 100 feet of any entrance to a polling place on election day. Applicable only to public property.**

## Bumper stickers exempted

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## Handling Observers

### Observers' Rights

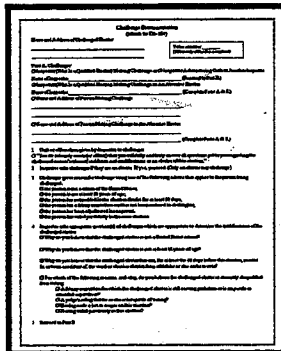
Any member of the public may be present at a polling place for the purpose of observation of an election, except a candidate at that election.

- Look at the poll list
- Challenge electors

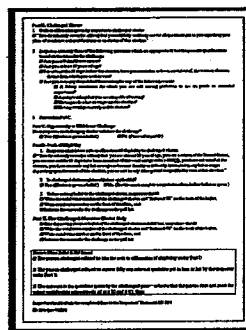
### Inspectors' Responsibilities

- Determine an appropriate time to allow an observer to examine the poll list.
- Order the removal of any individual who is disruptive or attempting to influence the election.

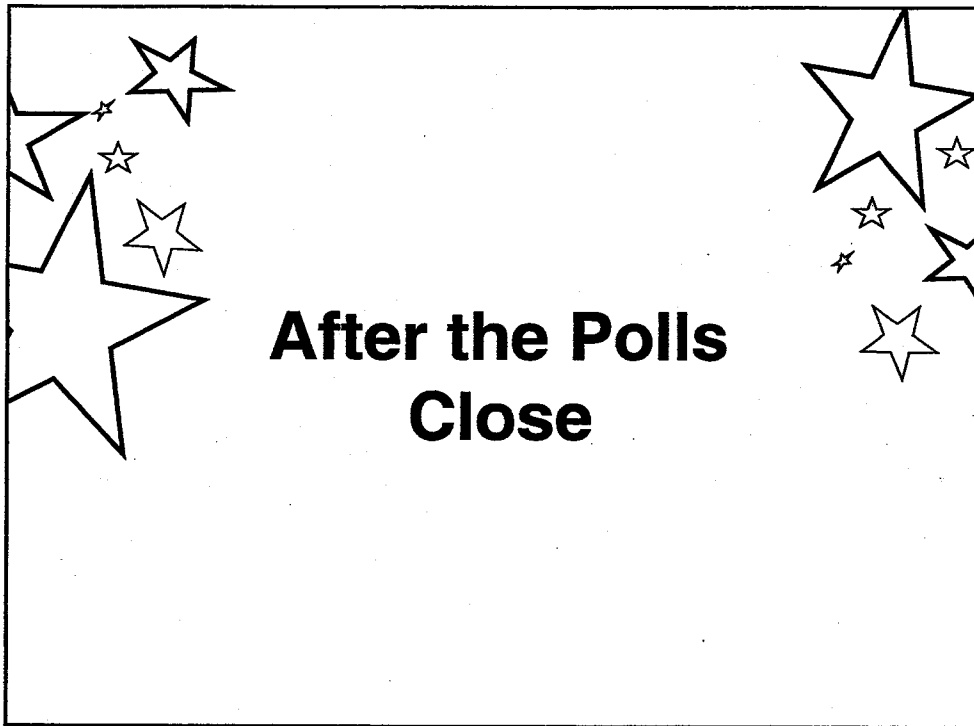
## Challenging Electors

A form titled "Challenging Electors" with fields for "Name of Elector", "Address", "Precinct", "County", and "Municipality". It includes a section for "Reason for Challenge" with numbered options: 1. Not a resident of the precinct, 2. Not a citizen of the state, 3. Not a registered voter, 4. Not a qualified elector, 5. Not a legal resident, 6. Not a naturalized citizen, 7. Not a permanent resident, 8. Not a qualified elector, 9. Not a legal resident, 10. Not a naturalized citizen, 11. Not a permanent resident. There is a section for "Signature of Challenging Elector" and "Signature of Polling Place Official".

Any qualified elector may challenge a voter who they believe does not meet the qualifications to vote.

A form titled "Challenging Electors" with fields for "Name of Elector", "Address", "Precinct", "County", and "Municipality". It includes a section for "Reason for Challenge" with numbered options: 1. Not a resident of the precinct, 2. Not a citizen of the state, 3. Not a registered voter, 4. Not a qualified elector, 5. Not a legal resident, 6. Not a naturalized citizen, 7. Not a permanent resident, 8. Not a qualified elector, 9. Not a legal resident, 10. Not a naturalized citizen, 11. Not a permanent resident. There is a section for "Signature of Challenging Elector" and "Signature of Polling Place Official".

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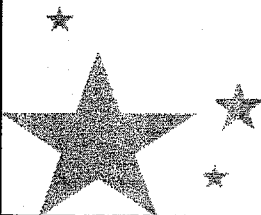


**8:00 p.m.**

---

**Although the polls have closed, counting ballots is a public activity and the polling place must remain accessible.**

**DO NOT lock the doors at 8:00 p.m.**



## Reconciling the Voter Lists

After the polls close, the inspectors must reconcile the 2 original voter lists to make sure the lists contain identical information and notations.

### Things to check:

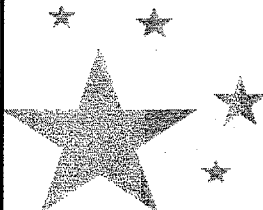
- The number of voters who cast a ballot (include absentee voters) must be the same.
- The same notations (e.g. absentee, challenged voter) are recorded on both lists.

***!!You can periodically reconcile the list during the day!!***

# Tally Sheets EB-105

## Important things to remember when tallying

- Two duplicate originals are required for each ballot type
- All inspectors and tabulators are involved in counting process

[illegible]

Showing results for the \_\_\_\_\_ ward(s) of the \_\_\_\_\_ aldermanic district of the \_\_\_\_\_ of \_\_\_\_\_ in the County of \_\_\_\_\_ (town, village or city) \_\_\_\_\_, 20 \_\_\_\_\_ as made by the election inspectors setting forth the total number of votes for each office, the names of all persons receiving votes, and the number of votes cast for each person.

GIVE NUMBER OF LAST VOTE ON POLL LIST OR HIGHEST NUMBER ON REGISTRATION LIST \_\_\_\_\_

☐ PRIMARY  
☐ ELECTION

- ☐ CONGRESSIONAL OFFICES
- ☐ STATEWIDE OFFICES
- ☐ LEGISLATIVE & DISTRICT
- ☐ JUDICIAL & SUPERINTEND

☐ COUNTY OFFICES  
☐ LOCAL OFFICES  
☐ SCHOOL DISTRICT OFFICES  
☐ REFERENDA

Name of Party (Partisan Primary)

**INSTRUCTIONS:** Insert office titles vertically and the names of all candidates horizontally next to office title.

[illegible]

TALLY

Of the votes given in the

\_\_\_\_\_ of \_\_\_\_\_  
(Town, Village or City)

County of \_\_\_\_\_

State of Wisconsin

on \_\_\_\_\_, 20 \_\_\_\_\_

☐ PRIMARY ☐ ELECTION

\_\_\_\_\_  
Name of Party (Partisan Primary)

- ☐ CONGRESSIONAL OFFICES  
☐ STATEWIDE OFFICES  
☐ LEGISLATIVE & DISTRICT ATTORNEY OFFICES  
☐ JUDICIAL & SUPERINTENDENT  
☐ COUNTY OFFICES  
☐ LOCAL OFFICES  
☐ SCHOOL DISTRICT OFFICES  
☐ REFERENDA

NOTE: THIS STATEMENT IS TO BE MADE IN DUPLICATE, ONE TO BE FILED WITH THE MUNICIPAL CLERK AND THE OTHER TO BE DELIVERED TO THE COUNTY CLERK. FOR SCHOOL DISTRICT ELECTIONS, ONE COPY IS DELIVERED TO THE MUNICIPAL CLERK, AND THE OTHER IS DELIVERED TO THE SCHOOL DISTRICT.

STATE OF WISCONSIN

County of \_\_\_\_\_ Received and filed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Signature of County Clerk)

EB-105 (rev. 5/04) this information is required by s. 7.51, Wis. Stats.)

CERTIFICATION

State of Wisconsin )  
County of \_\_\_\_\_ ) ss.  
\_\_\_\_\_ )

We, the undersigned, certify that we are election inspectors for the \_\_\_\_\_ wards(s) of the \_\_\_\_\_ aldermanic district of the \_\_\_\_\_ (town, village or city)

of \_\_\_\_\_, State of Wisconsin, for the primary or election held on the day of \_\_\_\_\_, 20 \_\_\_\_\_.

We further certify that we have counted all the ballots cast in said ward or polling place, that the count was duly and legally made and that the results of the count shown on the within tally sheet statement is correct.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signatures of at least 3 Election Inspectors, including the chief inspector and one inspector representing each of the 2 major political parties. Any inspector or tabulator participating in the ballot count must sign the certification.)

Dated \_\_\_\_\_, 20 \_\_\_\_\_



## **Counting Votes**

---

**Accuracy is essential**  
**Voter intent is the controlling factor**

**September Partisan Primary**

- Primary within a political party
- Crossovers votes
- Write-In section on optical scan ballots

## **Counting Paper Ballots**

---

### **Determining the number of ballots**

1. Open ballot container and count ballots

#### **IF....**

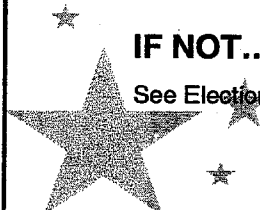
The number of ballots and the number of voters match.

**OR** There are less ballots than voters on voter list.

**Continue to the next steps**

#### **IF NOT...**

See Election Day Manual Page 64



## Counting Paper Ballots

### Process

2. One election official reads each ballot while a second election official observes and two other election officials mark the votes using hash marks (/) on the Tally Sheets EB-105.
3. Defective Ballots: If a majority of the inspectors agree that voter intent cannot reasonably be determined. These ballots are marked, set aside and preserved in the Original Ballots envelope. A defective ballot is labeled "Defective Ballot #\_\_" (beginning with '1').
4. Objected to ballots: If a majority of the inspectors agree that voter intent can be determined, but at least one inspector disagrees. These ballots are counted, marked, set aside and preserved in the Original Ballots envelope. An objected to ballot is labeled "Objected to Ballot #\_\_" (beginning with '1'). The reason for the objection is recorded on the Inspectors' Statement EB-104.

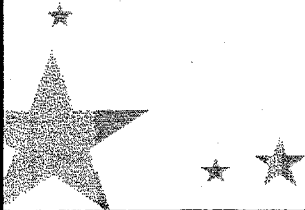
Election Day Manual

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## Counting Paper Ballots

### Process continued

3. Announce the results of the votes cast at the polling place and prepare all election materials for delivery to the municipal clerk. Do not seal the completed Tally Sheets in the ballot bag.



## Counting Optical Scan Ballots

### Determining the number of ballots

1. Look at the counter and check auxiliary bin for other ballots and then send these ballots through the machine.

#### IF....

The number of ballots and the number of voters match.

**OR** There are less ballots than voters on voter list.

**Continue to the next steps**

#### IF NOT...

See Election Day Manual Page 64

## Counting Optical Scan Ballots

### Process

2. Ballots from the auxiliary ballot box , which the machine would not accept, should be examined by two election officials to determine the cause.
3. If voter intent can be determined, then the ballot is remade. If voter intent cannot be determined, then the inspectors override the machine and send the ballot through.
4. Two election officials make a duplicate ballot to correct the damaged ballot. The original ballot is numbered consecutively, "original damaged ballot #\_" (beginning with '1'). The duplicate ballot is numbered consecutively "duplicate damaged ballot #\_" (beginning with '1'). The duplicate ballot is fed into the machine.
5. The inspectors make a notation on the Inspectors' Statements EB-104 of the damaged ballot number and the reason.

# Counting Optical Scan Ballots

## Process Continued

3. Remove all ballots from the write-in compartment. Tally write-in votes on both Tally Sheets (EB-105)
4. Examine the ballots from the main bin for write-in votes, which were not separated by the unit.
5. Place one printout and a tally sheet in the county return envelope. *DO NOT seal the completed write-in tally sheets or elections results printouts in the ballot bag.*
6. Once the numbers on the voter list have been reconciled, and the votes have been counted, an inspector will publicly announce the results for all candidates.

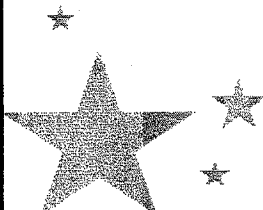
# Inspectors' Statement EB-104

[illegible]

**When counting ballots, record any of the following events on *both* Inspectors' Statements EB-104.**

[illegible]

- Blank ballots
- Damaged ballots
- Defective ballots
- Objected ballots
- Other occurrences or irregularities



# Post Election Checklist

<p><b>Voter List:</b></p> <p>Two Voter Lists must be completed (Form ED-107)</p> <p><input type="checkbox"/> Completed with necessary attachments including at least 2 inspectors (Chief Inspector and one inspector responsible for maintaining the list) (in election day)</p> <p><input type="checkbox"/> Original List completed for municipal clerk</p> <p><input type="checkbox"/> Original List completed for county clerk or school district clerk</p> <p><input type="checkbox"/> Certified copy sent to school district clerk and school purpose district clerk</p> <p><b>Tally Sheet Preparation:</b></p> <p>Two tally sheets must be completed for each type of ballot (General Purpose Tally Sheet ED-105)</p> <p><input type="checkbox"/> Tally sheets are complete, including signatures from all persons canvassing ballots.</p> <p><input type="checkbox"/> Original Tally Sheet completed for municipal clerk</p> <p><input type="checkbox"/> Original Tally Sheet completed for county clerk</p> <p><input type="checkbox"/> Original Tally Sheet completed for school district clerk</p> <p><b>Inspectors' Statement:</b></p> <p>Two inspectors' statements must be completed to verify one of tally sheets preparation (Statement ED-106)</p> <p><input type="checkbox"/> Completed with necessary attachments including the signatures of 2 inspectors (Chief Inspector and one inspector from each of the two major parties)</p> <p><input type="checkbox"/> Original statement completed for municipal clerk</p> <p><input type="checkbox"/> Original statement completed for county clerk</p> <p><input type="checkbox"/> Copy of statement completed for school district clerk</p> <p><small>*Unless inspectors are appointed without regard to party affiliation.</small></p>	<p><b>Post-Election Checklist</b> <input checked="" type="checkbox"/></p> <p><b>Absentee Ballots:</b></p> <p>Available for Absentee Ballots must be placed in the proper envelope</p> <p><input type="checkbox"/> Certificates of Requested Absentee Ballots (ED-102) (Required)</p> <p><input type="checkbox"/> Used Absentee Certificate Envelope (ED-103) (Required)</p> <p><input type="checkbox"/> Certificates are completed with the signatures of 2 inspectors (Chief Inspector and one inspector from each of the two major political parties)</p> <p><b>Provisional Ballots</b></p> <p><input type="checkbox"/> Certificates for Provisional Ballots (ED-104)</p> <p><b>Ballot Security:</b></p> <p>Ballots must be secured in a bag or container (Ballot Container Certificate ED-107)</p> <p><input type="checkbox"/> Ballots are secured by type and only ballots are placed in the paper ballot bag</p> <p><input type="checkbox"/> Certificate is completed with the signatures of 2 inspectors (Chief Inspector and one inspector from each of the two major political parties)</p>
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# Municipal Board of Canvassers

**Purpose - For Municipal Offices and Referenda Only**

- Verify statement of election results
- Determine of winners
- Prepare board of canvassers report

**Who Participates**

- Election Inspectors, only when there is one ward or combination of wards

**OR**

- Municipal clerk and two other qualified electors

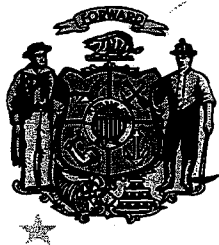




## Other Information

### Re-certification

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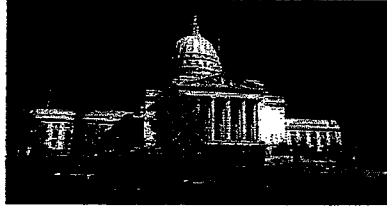


#### Continued Training

6 hours per two year term

Examples of how training will take place





**Thank you for coming!**